



## RECOMMENDATION FORM INSTRUCTIONS

Applicants to the Edmund S. Muskie/FREEDOM Support Act Graduate Fellowship Program are required to submit three recommendations from employers, supervisors, professors or lecturers. Your candid, honest response will assist us in selecting successful candidates and placing them in programs that best meet their personal and academic goals. Please note the following important guidelines:

- Recommendations must be signed and must include the name, address, and telephone number of the person providing the recommendation.
- Recommendations must also have the stamp or seal of the organization at which the person providing the recommendation works.
- Recommendations written in a language other than English must be accompanied by a certified English translation.
- Translations must have the stamp or seal of the English language faculty or translating service confirming the accuracy of the translation.
- The applicant may not certify his or her own translation.

Completed recommendation forms should be returned to the applicant for submission with his or her other application materials. **The application deadline is 17:00, October 31, 2003.** If you do not want the applicant to read your recommendation, please make two copies, enclose each one in a sealed and signed envelope, and give the three envelopes to the applicant to submit by the deadline. Indicate that you are enclosing your recommendation in a sealed and signed envelope by checking the appropriate box on the form.

If you reside outside of the twelve participating countries and are unable to return your completed recommendation form to the applicant, you may mail your recommendation and two copies.

For applicants in the fields of Business Administration, Economics, Environmental Management & Policy, International Affairs, Journalism & Mass Communications, Library & Information Science, and Public Administration, mail your recommendation to:

**Muskie/FSA Program Selection Committee  
American Councils for International Education: ACTR/ACCELS  
1776 Massachusetts Ave., NW, Suite 700  
Washington, DC 20036**

For applicants in the fields of Education, Law, Public Health, and Public Policy, mail your recommendation to:

**Muskie/FSA Program Selection Committee  
Open Society Institute  
400 West 59<sup>th</sup> Street  
New York, NY 10019**

**Thank you!**



## RECOMMENDATION FORM

### FOR GRADUATE LEVEL STUDY IN THE UNITED STATES IN THE FOLLOWING FIELDS:

**BUSINESS ADMINISTRATION, ECONOMICS, EDUCATION, ENVIRONMENTAL MANAGEMENT AND POLICY,  
INTERNATIONAL AFFAIRS, JOURNALISM AND MASS COMMUNICATIONS, LAW, LIBRARY AND INFORMATION  
SCIENCE, PUBLIC ADMINISTRATION, PUBLIC HEALTH, AND PUBLIC POLICY**

**Information about Applicant:** *To be completed by the applicant.* Please print clearly or type.

Last Name (Surname)	First Name	Patronymic
Field of Study	Home Country	

**Instructions:** *The remainder of this form should be completed by an employer, supervisor, professor, or lecturer who is familiar with the applicant.*

In what capacity, and for how long, have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant in the following areas: (write X in the appropriate box)

	Excellent	Good	Fair	Poor	Unable to Judge
Research & Writing Abilities					
Academic Performance					
Intellectual Capacity					
Motivation					

Please list the courses you have taught the applicant, if applicable.

Course Name	Year	Applicant's Grade

- ☐ I will enclose this recommendation in a signed and sealed envelope before returning it to the applicant.
- ☐ I will not enclose this recommendation in a signed and sealed envelope before returning it to the applicant.

# MUSKIE

Please describe why you believe the applicant is prepared (or not prepared) for graduate study in the U.S. in the chosen field of study. Cite examples from the applicant's academic and/or professional background to support your conclusions. \_\_\_\_\_

---

---

---

---

---

---

In what ways do you see this applicant making a difference, upon return, in his/her home country and in the Muskie/FSA field of study to which he/she is applying? NOTE: The Muskie/FSA field may be different than the applicant's current field at home. \_\_\_\_\_

---

---

---

---

---

---

Please share a concrete example of a specific accomplishment the applicant has made in his/her field.

---

---

---

---

---

---

---

---

**Name and Title** (please print): \_\_\_\_\_

**Place of Employment or Academic Affiliation:** \_\_\_\_\_

**Address (Street):** \_\_\_\_\_ **Building:** \_\_\_\_\_ **House:** \_\_\_\_\_ **Apartment:** \_\_\_\_\_

**City/Region:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **Index:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_